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## CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

## OFFICE OF THE DIRECTOR

22 October 1953

MEMORANDUM FOR: DEPUTY DIRECTOR/PLANS  
 DEPUTY DIRECTOR/INTELLIGENCE  
 DEPUTY DIRECTOR/ADMINISTRATION ✓  
 DIRECTOR OF TRAINING  
 ASSISTANT DIRECTOR FOR COMMUNICATIONS

SUBJECT: Use of Abbreviations

1. There is an increasing tendency within the Agency to employ abbreviations in communications addressed to the Director and Deputy Director, without ensuring that they are clearly explained.

2. It is therefore requested that your respective offices be instructed, when preparing correspondence to be brought to the attention of the Director and Deputy Director, to spell out each title in the first instance, followed by the abbreviation enclosed in parentheses. Thereafter, in that communication, abbreviations will suffice.

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[Redacted]  
 Executive Assistant  
 to the Director

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